

NAVSTABREMINST 1336.1  
Admin  
7 Jun 99

NAVAL STATION BREMERTON INSTRUCTION 1336.1

From: Commanding Officer, Naval Station Bremerton

Subj: SPECIAL REQUEST PROCEDURES FOR ENLISTED PERSONNEL

Ref: (a) MILPERSMAN

Encl: (1) [Special Request Chit Routing Guide](#)  
(2) [NAVSTA Bremerton Supplemental Sheet, NAVSTABREM 1336/1 \(4-99\)](#)

1. Purpose. To set forth the policy and procedures governing the use of Special Request/Authorization Forms, NAVPERS 1336/3, by enlisted personnel.

2. Discussion. The special request chit provides military personnel a means of informing the chain of command of needs and/or desires and provides the chain of command a means of recommending approval or disapproval based upon the individual's qualifications, performance, and needs of the command.

a. Enclosure (1), the special request chit routing guide, will be used as follows:

(1) Routine requests will be submitted at least three working days in advance of the required action.

(2) Request Mast chits will be processed so the Executive Officer has the request for approval within 48 hours (excluding weekends/holidays) after the request is originated. The Commanding Officer will see the individual within 72 hours of the request. All personnel in the direct chain of command will attempt to resolve the individual's issues before the chit reaches the Commanding Officer. Each endorser is responsible to ensure the special request chit reaches the Commanding Officer and Executive Officer within the prescribed time frame.

(3) Requests for exchange of duty will be made only between persons qualified to stand each other's watch. Exchange of duty will be for a full day only. Exchanges for portions of a day will be approved on an emergency basis only. Requests will be submitted two working days in advance of the requested day of exchange and include the cognizant watch bill coordinator or senior watch officer in the routing.

3. Action

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a. Originator. Submit a legible chit with an appropriate number of copies via the chain of command. Ensure all necessary reference or background material is provided. The originator will keep a copy of the entire package and retain a copy of the first level supervisor's notation of receipt. The originator is responsible for notifying the chain of command if no response is received within the processing time described in paragraph 3.e below.

b. Submission of Requests. Special requests will include the original and three copies. One copy will remain on file in the department for 90 days from date of request, and the original will be returned to the member via the chain of command. Admin Services Office, Code B11.1, will retain copies of all disapproved special requests signed by the Executive Officer or Commanding Officer, for one year, and all approved special request chits for 90 days.

c. Endorsement of Requests. The first person to receive a chit will:

(1) Note date and time of receipt of a special request chit.

(2) Provide a copy of the chit with that annotation to the chit originator.

(3) Attach enclosure (2) to the special request chit and complete with all pertinent background information.

All other personnel endorsing requests will sign and date, recommending approval or disapproval, before forwarding the chit to the next approving authority. Endorsers will include a brief statement of the reason for approval/disapproval on enclosure (2) before forwarding the chit to the next endorser.

d. Disapproved Requests. The Commanding Officer, Naval Station Bremerton, retains final authority for disapproval of all request chits.

e. Processing Time. Normal processing of all special request chits concerning special liberty, special programs, etc., should be completed within 72 hours (excluding weekends and holidays). The chain of command will establish internal procedures to track special requests and ensure the requester is provided feedback on the final disposition of the request under

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this paragraph. Timely processing of requests requires all members of the chain to be thoroughly familiar with the applicable regulations regarding the request and to supply amplifying information regarding member's eligibility for the request, as appropriate, to preclude questions/delays as the request progresses through the chain.

f. Career Progression Programs. All chits concerning reenlistment, extensions, Professional Development Board, education programs, separations, and officer accession programs will be routed first to the Command Career Counselor, Code 06. The Command Career Counselor will ensure the member is qualified for the program he/she is requesting before the chit is forwarded up the chain of command. After final disposition of the request, it will be returned to the Command Career Counselor, Code 06, for appropriate action.

4. Forms. The following forms may be obtained from the Admin Services Office, Code B11.1:

a. Special Request/Authorization Form, (Request Chits), NAVPERS 1336/3 (Rev 9-75).

b. NAVSTA Bremerton Supplemental Sheet, NAVSTABREM 1336/1 (4-99).

/S/

J. A. HOLDEN

DISTRIBUTION:  
NAVSTABREMINST 5216.1  
Lists I, II

<b>CHIT ROUTING GUIDE</b>										
<b>ROUTING/APPROVAL AUTHORITY</b>										
REASON SUBMITTING CHIT	REQUIRED INFORMATION/DOCUMENT ATION	DIVO	CCC	CMC	Legal	Admin	CBH	XO	CO	ACTION REQUIRED
ID Card	Reason needed, if not shown old ID Card	A				I				Member takes chit to PSD ID card section
Job; Part Time	Location, Hours	A				I				
Leave, Emergency	Copy of Red Cross message, Date of departure, who will accompany member, address and phone number, length of absence.	C		I		I		A		OOD can approve after normal working hours. Admin prepares orders & makes arrangements for member.
Maternity Allowance	confirmation of pregnancy by medical.	C				A				Member takes to PSD Disbursing.
Name Change	Certified copy of marriage certificate/court document.	A	I			I				To CCC to update record. Admin forwards to PSD.
Order Modification	Copy of original orders, justification for ORDMOD.	C	C	I		A				After Chit is approved by DIVO, return to Admin for action.
Paid to Date	Reason, Date last paid	A		I		I				Admin forwards chit to PSD/Disbursing and notifies member.
Women in Ships Program	None required	C		I		I		A		After approved by XO, return to Admin for action.
Orders Awaiting Home	Copy of medical Board Findings	C		I		C		C	A	Admin forwards chit to PSD for processing.
Pregnancy Discharge	IAW MILPERSMAN 3620220, separation of enlisted personnel on the basis of pregnancy.	C	C	I	I	I		C	A	CCC sends message to BUPERS.
Rate Reinstatement	Reason, Eligibility	C	I	C	C	I		C	A	Admin forwards to BUPERS/PSD.
Advance Leave Rations	Original leave chit	A				I				Member handcarries chit to PSD.
Restriction Matters	Legal hold/Brig information	C		I	C	I		C	A	After chit is approved by XO, return to Legal for action.

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A and C Schools	PDB. Proper ASVAB scores, course #, length of course, primary/secondary class.	C	C	C		I		A		After chit is approved by XO, return to CCC for submission of NP1306/7.
Early Separation from Active service	Typewritten request from member to BUPERS (PERS-28) via the CO stating why they desire to be discharged from Active Duty	C	C	C	I	I		C	A	After chit is approved by XO, return to Admin for CO's first endorsement
Accelerated SRB	Payment date/amount from Disbursing; installment number	C	C	I		I		A		After chit is approved return to Admin to forward to PSD.
Advancement from E2-E3	Member must have 9 months TIR and have completed BMR	C	C	I		I		A		Div Career Counselor verifies eligibility before going to DIVO. Upon final approval from CO, Admin forwards completed adv eligibility listing or recommendation form to PSD/ESO by the 16th of the month
Apprenticeship Program	Meet requirements set forth in OPNAVINST 1560.10A	C	C	I		I		A		After XO approves chit, member fills out application in Command Career Counselor's office.
BEQ-Hardship return to	Document why moving back in, what was done to remedy the problem, etc.	C		I		C	I	A		Member must submit changes of status to Admin and PSD.
CO's Mast; Request for	Summary of what member wishes to discuss with CO, as well as recommendation.	C		C	C	C		C	A	Process within 72 hours. CO's secretary makes appointment.
SCORE/Lateral Conversions	Completion of all applicable courses for the requested rate. Recommendation from PDB will accompany chit.	C	C	C		C		C	A	After chit is approved by CO, return to CCC for action

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EAOS/PRD Ext.	Div. Career Counselor ascertains if member is eligible	C	C	I		I		A		After chit is approved by XO, return to CCC for action
Reenlistment/ Encore	Div Career Counselor ascertains eligibility utilizing reenlistment checklist.	C	C	C		C		A		After chit is approved by XO, return to CCC for action
E-4 Exam	Completion of PO3 military requirements, professional course, PARS, passed military leadership exam. Recommended for advancement on last evaluation.	A	I			I				DIVO sends advancement roster to Admin. Admin sends recommendation list signed by XO to ESO.
Fleet Reserve/Twilight Tour	IAW MILPERSMAN/ENLTRANSMAN/INST ELIGIBILITY/SERVICE RECORD	C	I	I		I		C	A	CCC completes statement of service and attaches to request chit along with FLTRES checkoff sheet completed by Div CC. Approved chit is forwarded to PSD by CCC
High year Tenure	IAW reenlistment quality control instruction	C	C	I		I		C	A	CCC completes message for waiver request. DIVO furnished proposed CO endorsement.
ECP/EEAP/LDO/ CWO/OCS/BOO ST/NROTC	Qualifications for program IAW ENLTRANSMAN/BUPERSMAN/INST pertaining to program, service record; CO endorsement/recommendation from PDB.	C	C	C		I		C	A	Member coord. with Div CC for instruct & guidance. CCC receives completed package. Schedules Officer Interview Board. CCC prepares smooth CO endorsement for signature. Admin mails original & makes copy for member & CCC file
Special Liberty	Less than 3 Days.	A				I				
Special Liberty	3 Day Pass	C		I		A				E-7/8/9 req XO approval
Special Liberty	4 Day Pass	C		I		I		C	A	Requires CO's approval.

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Spouse Duty	Location/spouse name, SSN, rating, PRD, EAOS & duty station	C	C	I		I		A		After chit is approved by XO, return to CCC for submission of 1306/7 request.
TAD (cost)	When, where, cost and reason	C		I		I		A		Member submits travel request. Financial Management Division types orders.
TAD (no cost)	Approval documentation when and where	C				A				Upon receipt of chit from DIVO, Admin types orders and signs. Member must pick up orders from Admin prior to going TAD
Termination of Shore Duty	Meet ENLTRANSMAN CHAP 3.17 requirement	C	C	I		I		A		After chit is approved by XO, return to CCC for submission of 1306/7 request.
BAH W/DEP	Copy of marriage certificate, birth certificate, lease & VHA certificate or confirmation of pregnancy by navy medical. If dependent child only, completed dependent care certificate. Forms available from Legal	C		I		C	I	C	A	Member handcarries approved chit to PSD
BAH (single)	Copy of financial counseling statement from FSC & full documentation for justification, approval to move off base, lease & VHA certificate.	C		I		C	I	C	A	Member handcarries approved chit to PSD
Navy Funded Education Programs	Copy of Instruction delineating eligibility request.	C	C	C		A				Return to CCC
Attend school during working hours	Where and which course being taken,length of course.	C		I		I		A		Ensure that SVM has a proper relief.

[illegible]



NAVAL STATION BREMERTON SUPPLEMENTAL SHEET

LPO/LCPO COMMENTS:

DIVISION HEAD COMMENTS:

CAREER COUNSELOR COMMENTS:

ADMIN SERVICES OFFICE COMMENTS:

COMMAND MASTER CHIEF COMMENTS:

EXECUTIVE OFFICER COMMENTS:

COMMANDING OFFICER COMMENTS:

NAVSTABREM 1336/1 (4-99)